

DHS DIVISION OF AGING SERVICES  
UNIFORM COST METHODOLOGY  
Personnel Spreadsheet  
SFY 2012-2015

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y						
1	Enter Provider Name:													#1										#2				#3			
2	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>	Number of Staff Positions <i>(Enter number per staff title)</i>	Base Wages <i>(Enter base amount with no benefits Included)</i>	Fringe Benefit Rate <i>(Enter benefit costs by % only)</i>	Fringe Benefit Dollars <i>(Auto-populates)</i>	Total Wages and Benefits <i>(Auto-populates)</i>	Productive Hours <i>(Enter annual productive hours)</i>	General Admin <i>(Enter % of staff time in admin)</i>	Admin Hours <i>(Auto-populates)</i>	General Admin Costs <i>(Auto-populates)</i>	Staff for Building Maintenance <i>(Enter % of staff time)</i>	Shared Building Space Hours <i>(Auto-populates)</i>	Shared Building Space <i>(Auto-populates)</i>	Choose a Service				Choose a Service				Choose a Service									
3														TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	W & B						
4														HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>						
6	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
7	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
8	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
9	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
10	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
11	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
12	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
13	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
14	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
15	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
16	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
17	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
18	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
19	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
20	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
21	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
22	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
23	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
24	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
25	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
26	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
27	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
28	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
29	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
30	Staff title	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
31	Client/M meal Transportation Cost Pool Section Only																\$0														
32	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
33	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
34	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
35	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
36	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
37	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
38	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
39	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
40	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
41	Driver	0	\$ -	0%	\$0	\$ -	0	0%	0	\$0	0%	0	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0						
42	(The following data calculates automatically - do not enter)																														
43	Total Wages and Benefits	0	\$0			\$0				\$0			\$0				\$0				\$0				\$0						
44	Percent of Total Wages and Benefits					0.00%				0.00%			0.00%				0.00%				0.00%				0.00%						
45	Total Hours						0		0			0				0				0				0							
46	Unit of Service															1.00				1.00				1.00							
48	Percent of Total Hours						100.00%		0.00%			0.00%				0.00%				0.00%				0.00%							

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	A	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	
1	Enter Provider Name:																												
2	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>	#4				#5				#6				#7				#8				#9				#10			
3		Choose a Service				Choose a Service				Choose a Service				Choose a Service				Choose a Service				Choose a Service							
		TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	W & B	TOTAL		% OF	
4		HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	COST <i>(Auto-populates)</i>	HOURS <i>(Auto-populates)</i>	Billable Hours <i>(Direct Service Staff Only)</i>	STAFF TIME <i>(Enter % of staff time)</i>	
6	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
7	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
8	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
9	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
10	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
11	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
12	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
13	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
14	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
15	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
16	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
17	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
18	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
19	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
20	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
21	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
22	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
23	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
24	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
25	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
26	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
27	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
28	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
29	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
30	Staff title	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
31	Client/Meal Transportation Cost Pool Section Only																												
32	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
33	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
34	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
35	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
36	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
37	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
38	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
39	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
40	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
41	Driver	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	\$0	0	0	0%	
42	(The following data calculates automatically - do not enter)																												
43	Total Wages and Benefits				\$0				\$0				\$0				\$0				\$0				\$0				
44	Percent of Total Wages and Benefits				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				
45	Total Hours		0				0				0				0				0				0				0		
46	Unit of Service		1.00				1.00				1.00				1.00				1.00				1.00				1.00		
48	Percent of Total Hours		0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%		

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	A	BA	BB	BC
1	Enter Provider Name:			
2	STAFF LIST <i>(Paid staff only - do not include volunteers or other donated)</i>			
3		W & B	All Other	All Other
4		COST <i>(Auto-populates)</i>	PROGRAMS <i>(Auto-populates)</i>	WAGES <i>(Auto-populates)</i>
6	Staff title	\$0	100%	\$0
7	Staff title	\$0	100%	\$0
8	Staff title	\$0	100%	\$0
9	Staff title	\$0	100%	\$0
10	Staff title	\$0	100%	\$0
11	Staff title	\$0	100%	\$0
12	Staff title	\$0	100%	\$0
13	Staff title	\$0	100%	\$0
14	Staff title	\$0	100%	\$0
15	Staff title	\$0	100%	\$0
16	Staff title	\$0	100%	\$0
17	Staff title	\$0	100%	\$0
18	Staff title	\$0	100%	\$0
19	Staff title	\$0	100%	\$0
20	Staff title	\$0	100%	\$0
21	Staff title	\$0	100%	\$0
22	Staff title	\$0	100%	\$0
23	Staff title	\$0	100%	\$0
24	Staff title	\$0	100%	\$0
25	Staff title	\$0	100%	\$0
26	Staff title	\$0	100%	\$0
27	Staff title	\$0	100%	\$0
28	Staff title	\$0	100%	\$0
29	Staff title	\$0	100%	\$0
30	Staff title	\$0	100%	\$0
31	Client/Meal Transportation Cost Pool Section Only			
32	Driver	\$0	100%	\$0
33	Driver	\$0	100%	\$0
34	Driver	\$0	100%	\$0
35	Driver	\$0	100%	\$0
36	Driver	\$0	100%	\$0
37	Driver	\$0	100%	\$0
38	Driver	\$0	100%	\$0
39	Driver	\$0	100%	\$0
40	Driver	\$0	100%	\$0
41	Driver	\$0	100%	\$0
42	<i>(The following data calculates automatically - do not enter)</i>			
43	Total Wages and Benefits	\$0		\$0
44	Per cent of Total Wages and Benefits	0.00%		0.00%
45	Total Hours			
46	Unit of Service			
48	Per cent of Total Hours		100.00%	